

FILING AND RETENTION SCHEDULE

Medical Division

Schedule No. 647-5

This schedule lists those records which, because of some unique characteristic or feature, exclusive retention recommendations have to be applied.

MEDICAL DIVISION

MED MEDICAL

- 500 Accident and Sickness
 (A & S) Report Files Contains Accident and Sickness Reports as submitted by all employees of the agency. Reports show the date and time of illness or injury, name and address of physician and diagnosis of illness (Form #2).
- After audit, purge all cases except work related and/or serious illnesses. Upon termination of employment, remove to an inactive file for three years, then retire to a State Records Center for 75 years, then destroy.
- 501 Official Health Records Consists of case files which contain summarized entries from the A & S Reports and all other papers resulting from physical examinations, treatments, and similar medical activities. These files are the official medical case files of all personnel assigned to the Agency.
- Retain in Medical Division until termination of employment. Upon resignation or demise; retain in Medical Division an additional ten years, then retire to a State Records Center for 75 years, then destroy. Upon retirement; retain in Medical Division until death is officially established, then move to an inactive file for ten years, then destroy.
- 502 Applicant Health
 Records Consists of case folders arranged by name of applicant for State Police Trooper or Cadet program, containing medical questionnaire, physicians certification of age, height, weight and vision and other papers which relate to the physical condition of the applicant.
- If applicant is accepted, the record becomes the official health record (see Med 2 above for disposition). If applicant is rejected retain in Medical Division until applicant reaches age 31, then destroy.

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- 503 Reference Files Consists of case folders which contain confidential medical data not related to accident or sickness. Folders may contain information relating to psychological consultations dealing with emotional adjustments or particular weight problems.
- Maintain in active file while current.
 Combine with inactive health record upon termination of employment (see MED 2).
- 504 Visi-Record Card Files Cards which show a summarized, individual listing of illnesses and sick leave usage, a resume of days lost, light duty days and other statistical data recapitulated by case number.
- Maintain in active file while current.
 Combine with inactive health record upon termination of employment (see MED 2).
- 505 Electrocardiogram Files Case folders containing EKG tracings of employees who have been administered such an examination.
- Maintain in active file while current.
 Combine with inactive health record upon termination of employment (see MED 2).
- 506 Immunization Files Consists of case folders containing records of various immunizations administered to employees. The record also shows blood type, allergies and related information.
- Maintain in active file while current.
 Combine with inactive health record upon termination of employment (see MED 2).
- 507 Ideal Weight Files Contains a card file showing the assigned, ideal weight for individual police employees.
- Maintain in active file while current,
 Combine with inactive health record upon termination of employment (see MED 2).
- 508 Weight Record Files Contains records which show the date and net weight of all police officers assigned to the Agency.
- Maintain in active file while current.
 Combine with inactive health record upon termination of employment (see MED 2).

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| 509 | Blue Cross/Blue Shield Files | <p>Contains a card file which shows the medical coverage of all employees including type, amount and special benefits.</p> <p>Maintain in active file while current. Combine with inactive health record upon termination of employment (see MED 2).</p> |
| 510 | Chest X-Ray Card File | <p>Contains two cards for each employee who has taken a chest X-ray. One card is filed alphabetically and shows an assigned X-ray number. The other card is filed numerically and shows the name of the employee assigned to the given number. Both cards are used in conjunction with the identification and filing of X-ray film at Mount Wilson State Hospital.</p> <p>Maintain in active file while current. Combine with inactive health record upon termination of employment (see MED 2).</p> |
| 511 | Requisitions for Medicines (Opened and Closed) | <p>This file contains all requisitions for prescription-type medicines such as Bultazoldin, Sterazondin, Meproamate and others for which issue and receipt accountability is required.</p> <p>Retain in Medical Division for three years and until audit, then destroy.</p> |
| 512 | Blood Assurance Files | <p>Contains membership cards and other records which record the donation of blood to the Red Cross.</p> <p>Retain as a perpetual file in the Medical Division.</p> |